



IV-VE VENDOR EDIT TABLE

The primary purpose of the Vendor Edit (VE) Table is to provide vendor-related information for accounting transactions, especially claim schedule, remittance advice and reportable payments (Federal Form 1099) processes.

STRUCTURE

The VE Table is divided into two segments: the control key and informational elements. The control key identifies each vendor by Organization Code, Vendor Number and Suffix. The Organization Code is based on the user signon. The Vendor Number identifies the vendor in a transaction. The Suffix is used to identify multiple records for the same vendor, such as additional mailing addresses.

The informational elements segment includes the vendor name, address, vendor related information, and various edit and processing indicators. A thirty-character, optional Sort Sequence field is also included.

RELATIONSHIP TO OTHER TABLES

During update of the VE Table, the Organization Code in the control key is validated against the Statewide Organization Table (Descriptor Table D01). No other table related editing occurs.

INPUT CODING

A listing of the fields contained on the VE Entry screen and/or the reports is shown in Exhibit IV-VE-1. It includes explanations of the fields as well as coding instructions.

Data entered on the VE Entry screen is keyed either from the VE Table Entry form (CALSTARS 14) or directly from a Payee Data Record (Std. 204 Form). Departments must receive a Payee Data Record from a vendor prior to processing payment. The Payee Data Record form is available on the Internet at <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>. The VE Table Entry form, shown in Exhibit IV-VE-2, is similar to the VE Table screen in format. It is available at <http://www.dof.ca.gov/html/calstars/calsdocs/manual/forms/form014.doc>.

All table maintenance must be recorded on the Table Maintenance Log (CALSTARS 20), as described in the *Table Maintenance Log* section of Chapter IV.

VENDOR EDIT SCREEN

The Entry screen shown below is available through Command **I.11**.

```

9990 I.11: Vendor Edit Entry - Vendor/S Order                                09-12-2007 10:38 AM

Function:  (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
           (R=Recall Maint/Print, V=View, W=Print Rec)

VENDOR/S> _____  ACTIVE/INACTIVE> _  PURGE> _
NAME> _____  SORT SEQ: _____
TAX NAME FOR 1099: _____  NAME CONTROL: _____

ADDRESS 1: _____
ADDRESS 2: _____
ADDRESS 3: _____  MAILING ADDRESS LINE NBR:
CITY: _____  STATE> _  ZIP: _____  FOREIGN COUNTRY: _____

VENDOR TYPE > _  FEIN: _____  OR SSN: _____  CA RESIDENT > _
FED WITHHOLD> _  ST WITHHOLD> _  MINORITY BUSINESS: _  SMALL BUSINESS: _

CONTACT NAME: _____  PHONE: _____
CREATED DATE: _____  LP DATE: _____  LAST USED DATE: _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit  Log   List  Dfalt Bkwrdr Frwrdr Clear                      Main

```

Most VE Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, **W**=Print Record, can be performed from the Entry screen.

VENDOR EDIT LIST SCREEN

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance (**C**=Change, **D**=Delete, **V**=View, **W**=Print Record, **P**=Print Table, and **R**=Recall Maintenance/Print) may be initiated from the List screen. The List screen gives departments the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is finished.

The List screen consists of two screens. The F10 and F11 keys are used to toggle between Screens 1 and 2.

An example of Screen 1 is displayed below.

```

9999 Vendor Edit List - Vendor/S Order: Screen 1          99-99-9999 99:99 PM
                                                    MORE=>

Function:  _ (P=Print Table)                Go To Vendor/S: _____
           (R=Recall Maint/Print)           Go To Sort Seq: _____

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F  VENDOR/S      SORT SEQ      VENDOR NAME      CITY      ST
-  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAA AA

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit  Log          Bkwr  Frwr  Clear Left  Right Main

```

Screen 2 has two screen formats, which is determined by the sort order selected. If the list is displayed in Vendor Number/Suffix order, Vendor/S is displayed in the first column and the Sort Sequence is not present. If the list is displayed in Sort Sequence order, Sort/Sequence is displayed in the first column and the Vendor Number/Suffix is not present.

Examples of both formats are displayed below.

```

9999 Vendor Edit List - Vendor/S Order: Screen 2          99-99-9999 99:99 PM
                                                    <=MORE

Function:  _ (P=Print Table)                Go To Vendor/S: _____
           (R=Recall Maint/Print)           Go To Sort Seq: _____

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F  VENDOR/S      ADDRESS - LINE 1      ADDRESS - LINE 2      TP A/I
-  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA A  A

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit  Log          Bkwr  Frwr  Clear Left  Right Main

```

The list of VE records is displayed in Vendor Number/Suffix order. If the Entry screen is blank when **F5** is pressed, the list of VE records will begin with the first sequential record for the department. Otherwise, it will begin with the VE record shown when **F5** was pressed.

To find a specific record or to change the sort order, enter a Vendor Number in the 'Go To Vendor/S' field or a Sort Sequence in the 'Go To Sort Seq' field and press Enter. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record. The sort order is retained when returning to the Entry screen.

To perform maintenance, either enter a **P** or **R** in the Function Field or enter a **C**, **D**, **V** or **W** in the **F** action column to the left of the desired record. Values cannot be keyed in both the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order by Vendor Number or Sort Seq. All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

Refer to the following *Table Maintenance Functions* and *Function (F) Keys* sections to learn how to perform maintenance using the functions and function keys.

VENDOR EDIT ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the **F4=Log** key on the Entry or List screen is pressed. An example of the screen is displayed below.

```

9990 Vendor Edit Activity Log                                09-06-2007 08:34 AM

Sort: D (D=Date/Time, U=UserID, K=Vendor/S)
-----Go To----- -Go To-- -----Go To-----
      DATE      TIME      USERID      VENDOR/S
F -----
- -----
C 08-30-2007 02:13 PM CSCSPRT AAAAAAAAAA 10 DOE
A 06-12-2007 01:12 PM UPLOAD A500000016 00 SAN BERNARDINO
A 06-12-2007 01:12 PM UPLOAD A500000016 01 KERN
A 06-12-2007 01:12 PM UPLOAD A500000017 01 SAN FRANCISCO
A 06-12-2007 01:12 PM UPLOAD A500000018 00 HUMBOLDT
A 06-12-2007 01:12 PM UPLOAD A500000019 00 SAN DIEGO
A 06-12-2007 01:12 PM UPLOAD A500000020 00 TULARE
A 06-12-2007 01:12 PM UPLOAD A500000025 00 MERCED
A 06-12-2007 01:12 PM UPLOAD A500000003 02 LOS ANGELES
A 06-12-2007 01:12 PM UPLOAD A500000004 00 YOLO
A 06-12-2007 01:12 PM UPLOAD A500000005 00 SACRAMENTO
A 06-12-2007 01:12 PM UPLOAD A500000016 00 LASSEN

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      Dtail      Bkwrd Frwrd      Main

```

The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by Vendor Number/Suffix when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed by Vendor Number/Suffix in ascending order beginning with the Vendor Number/Suffix of the record previously on the Entry screen or the Vendor Number/Suffix of the List screen record where the cursor was positioned. If there are multiple activity records for the same Vendor Number/Suffix, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the Vendor Number/Suffix column is displayed in white to indicate Vendor Number/Suffix as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**=Vendor/S in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, or Vendor Number/Suffix in one of the three 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are

found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Although all VE Table records can be viewed on the VE Entry screen, only the most recent activity records can be viewed on the Log screen. Each year on March 31 records older than three years are purged.

LOG DETAIL SCREEN

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a record, place the cursor on any record line and press **F5=Dtail**.

An example of the Log Detail screen is displayed below.

```

9990 Vendor Edit Log Detail - Date/Time Order          09-06-2007 08:37 AM

FUNCTION: C  DATE: 08-30-2007  TIME: 02:13 PM  USER: CSCSKLC

VENDOR/S: AAAAAAAAAA 10  ACTIVE/INACTIVE: 0  PURGE: 2
NAME: JOHN DOE                      SORT SEQ: PRINTER
TAX NAME FOR 1099:                  NAME CONTROL:

ADDRESS 1: ACCOUNTING OFFICER
ADDRESS 2:
ADDRESS 3:
CITY: SACRAMENTO      STATE: CA ZIP: 95814      MAILING ADDRESS LINE NBR:
                                           FOREIGN COUNTRY:

VENDOR TYPE : 3  FEIN:                OR SSN:                CA RESIDENT   :
FED WITHHOLD:    ST WITHHOLD:    MINORITY BUSINESS:    SMALL BUSINESS:

CONTACT NAME:                                PHONE:
CREATED DATE:                LP DATE: 08-30-2007  LAST USED DATE:

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                Bkwr  Frwr                Main

```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

From The Entry Screen:

Key **A** in the Function field and the appropriate values in the table control key and informational data element fields to **Add** a record to the VE Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the VE file. A fresh screen is displayed with blank data fields, and a message confirming that the VE Table record was added successfully is displayed at the bottom of the screen.

From The List Screen:

The **Add** function is not available on the List screen.

C= Change

From The Entry Screen:

To **Change** a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key **C** in the Function field of the desired record.
- (2) Key **V** in the Function field, the Vendor Number in the Vendor/S field, and press **Enter** to **View** a record. Key **C** in the Function field.
- (3) Key **C** in the Function field, the appropriate values in the Vendor Number/S fields, and press **Enter**.

Key over the fields to be changed and press **Enter**. When **Enter** is pressed, the VE record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

Key **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

D=DeleteFrom The Entry Screen:

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key **D** in the Function field of the desired record, and press **Enter**.
- (2) Key **V** in the Function field, the Vendor Number/Suffix in the Vendor/S field, and press **Enter** to **View** a record. Key **D** in the Function field, and press **Enter**.
- (3) Key **D** in the Function field, the Vendor Number/Suffix in the Vendor/S field, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. The pop-up screen is shown below.

<p style="text-align: center;">A C T I O N C O N F I R M A T I O N</p> <p style="text-align: center;">Delete Vendor Edit Record</p> <p style="text-align: center;">Press F4 to confirm; F2 to cancel</p>
--

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the VE Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

Note: A record cannot be deleted if (1) its Vendor Type is C, E, I, or P and (2) its 'Last Used' date field displays a date. This record can only be deleted through the annual purge process (Refer to the *VE Table Automated Purge Process* section).

From The List Screen:

Key **D** in the F action column to the left of the desired record, and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the VE Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is

selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or return to the List screen.

N=Next

From The Entry Screen:

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **Next** function is not available on the List screen.

P=Print Table

The **P** function provides departments the option of generating an electronic report file of the Vendor Edit (VE) Table Listing Report and/or printing the report. The report contains all records within the VE Table and is displayed in Exhibit IV-VE-4.

From The Entry Screen Or The List Screen:

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen. An example of the pop-up screen is shown below.

Print/Report File Selection
Vendor Edit (VE) Table

_ Enter Destination:
F=Report File only
Report File: CS9990.CSI930-2.TBL-VE.IQ.D2070912.T1034564
P=Printer Output and Report File
Printer ID : CTP2 Report Class: Z Report ID: ITBL
Report File: CS9990.CSI930-2.TBL-VE.IQ.D2070912.T1034564
O=Report Output after Overnight Processing
Printer ID : CTP2 Report Class: A Report ID: TBLE

Press Enter to submit the request, or F2 to cancel

Key one of the following 3 options in the Destination field:

- ✪ **F** – Immediately generates an electronic report file of the Vendor Edit Table Listing Report (CSI930-2)
- ✪ **P** – Immediately generates an electronic report file (CSI930-2) and ROPES the Vendor Edit Table Listing Report (CSI930-2) report to an agency printer
- ✪ **O** - ROPES Vendor Edit Table Listing Report (CSB930-2), including the current day's maintenance, to an agency printer after overnight processing is completed

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

Note: The Output destination for reports is maintained by CALSTARS staff. To request a change, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maint/Print

The Recall function is used to delete overnight VE Table maintenance before it is initiated. For the VE Table, overnight print maintenance (option O) is the only maintenance that may be recalled.

From The Entry Screen Or The List Screen:

Key an **R** in the function field and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below.

```
Recall Overnight Maintenance/Print Request
Vendor Edit (VE) Table

Enter 'Y' to delete request(s):

_ Remove the request to Print the Table
*** End of Data ***

Press Enter to remove the request(s), or press PF2 to cancel
```

Key a **Y** in the field to the left of the desired maintenance or print request, and press **Enter** to delete the request. A confirmation message is displayed at the bottom of the screen.

V=View

From The Entry Screen:

Key a **V** in the Function field, the Vendor Number/Suffix in the Vendor/S field, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Rec

The **W** function immediately prints a single record report (CSI930-2) and generates a single record report file from the VE Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI930-2.TBL-VE.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the appropriate values in the Vendor Number/Suffix in the Vendor/S field, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key a **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Vendor Edit Table screens:

F1=Help—The following two types of online help is available on pop-up screens:

- ★ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

NOTE: When table look-up assistance is used with the Vendor Edit or Title fields, the entire record is displayed when a selection is made.

- ★ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=Retrn (Return) or **Next**—The following two functions are available for the **F2** key.

Retrn—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

Next—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is executed. All data entered on the screen, but not accepted for processing, is lost.

F4=Log—Displays the VE Log Activity screen.

F5=List or Log Detail—The following two functions are available for the F5 key.

List—Displays the VE List screen.

Log Detail—Displays the VE Log Detail screen.

F6=Dfalt (Default)—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).
2. To skip fields that will not be used, enter a period (.) in the first position of the fields.
3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Enter the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

F7=Bkwrđ (Backward)—Go to the previous record (page of records).

F8=Frwrđ (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields except any fields locked by **F6=Dfalt**.

F10=Left —Go to the left to display additional record information.

F11=Right—Go to the right to display additional record information.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

VE TABLE AUTOMATED PURGE PROCESS

If a VE Table record has a vendor type of C, E, I and P and the record has a 'Last Used' date, it cannot be deleted through table maintenance. It may only be deleted during the automated purge process. This prevents a VE record used for potentially reportable payments from being inadvertently deleted prior to the creation of the Form 1099 in December.

The Purge Indicator controls the VE Table automated purge process. This indicator allows departments to establish the length of time a VE Table record is maintained before it is purged. Each year in late December, CALSTARS purges VE Table records after creation of the Federal Form 1099s. The specific date is announced on the CALSTARS News.

Records with a Purge Indicator of 1 are purged during the next annual purge process. Records with a Purge Indicator between 2 and 6 are subject to purge, if (1) the 'Last Used' date is blank and the 'Changed' date is outside the time frame specified by the purge indicator; or (2) the 'Last Used' date is outside the time frame specified by the purge indicator. When VE records are identified as subject to purge, the system searches the Document File for records with those vendor numbers. If the vendor number is found on a Document File record, the record is not purged. If the vendor number is not in the Document File, the VE Table record is purged.

VE TABLE REPORTS

The following reports are system generated:

- ✧ Vendor Edit (VE) Table Activity Report (CSB930-1) - This report displays all transactions successfully entered on-line during the work day. It is produced during overnight processing whenever on-line table maintenance has been entered. The report is displayed in Exhibit IV-VE-3.
- ✧ Vendor Edit (VE) Table Upload Activity Report (CSB930-4) – This report displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is shown in Exhibit IV-VE-5.

The following reports are produced upon request by the department:

- ✧ Vendor Edit (VE) Table Listing Report (CSB930-2/CSI930-2) - This report is produced when function **P=Print Table** or **W=Print Rec** (1 record only) is entered on the VE screen. The report lists all vendors in Vendor Number order. The report is displayed in Exhibit IV-VE-4. For more sort options or to limit the vendor listing to certain Vendor Types, an X01 may be ordered.
- ✧ X01, Alphabetic List of Vendor Edit Table – This report may be ordered from the **G.3 Request Standard Reports** screen. The report is a Vendor Number listing that is sorted by Vendor Type and sort sequence or by sort sequence only.

- ✪ X02, Vendor Edit Table By Vendor Number – This report may be ordered from the **G.3** Request Standard Reports screen. The report is a vendor number listing that is sorted by Vendor type and Vendor Number or by Vendor number only. The **P** Report Period option allows departments to limit the report to certain Vendor Types or groups of Vendor Types.
- ✪ X03, Listing of FEIN-SSNs with Multiple Vendor Numbers - This report may be ordered from the **G.3** Request Standard Reports screen. The report is an exception analysis report that helps departments identify Federal Employee Identification Number/Social Security Numbers listed under more than one vendor number. A "null" report is produced when no records meet the selection criteria.

For more information and samples of the X01, X02 and X03 reports, refer to Volume 6, Chapter III-X, Vendor Edit Table Reporting.

NOTE: CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

CONTROL

The VE Table Activity Report (CSB930-1) and the VE Table Upload Report (CSB930-4) should be proofread to ensure that all changes and additions are made correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT IV-VE-1
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
Control Key:		
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
VENDOR NUMBER & SUFFIX (VENDOR/S)	10+2	<p>Enter the Vendor Number and Suffix.</p> <p>The following vendor numbers are reserved and must be established by each department:</p> <p>AAAAAAAAAA-00 Prints the department's Name, Address, City, State, Zip Code, and Phone Number on the remittance advice and on the Form 1099. The required Phone Number is for vendor questions on remittance advice and Form 1099 data.</p> <p>AAAAAAAAAA-10 Prints the Accounting Officer's Name, Title, and City where executed ('Title' is entered on ADDRESS1) for the Certification for Year-end reports.</p> <p>AAAAAAAAAA-20 Prints the Head of Department's Name, Title and City where executed ('Title' is entered on ADDRESS1) for the Certification for the Year-end CSTARB06 report.</p> <p>AAAAAAAAAA-70-79 Prints the agency's bank account number on claim schedule face sheet for ORF replenishment claims.</p> <p>Enter the vendor name exactly as shown below:</p> <p style="text-align: center;">AGENCY CHECKING ACCT NBR: XXX</p> <p>XXX is the agency's bank account number.</p> <p>Establish a different vendor suffix in the AAAAAAAAAA 70-79 range for each bank account.</p> <p>AAAAAAAAAA-90 Prints the department's Name and address data on the report distribution flagsheets. Use the following format:</p> <p>NAME: Office Name</p> <p>ADDRESS 1: Organization Name</p> <p>ADDRESS 2: Delivery address</p> <p>ADDRESS 3: (if needed)</p> <p>CITY, STATE, ZIP: (As shown)</p> <p>CONTACT NAME: Person receiving reports. "US MAIL" if reports to be mailed.</p> <p>PHONE: Contact person's area code and phone number or 'CNET' and number).</p> <p>NOTE: All vendor-number AAAAAAAAAA records must use Vendor Type 3.</p>

EXHIBIT IV-VE-1 (CONTINUED)
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<u>Informational Elements:</u>		
ACTIVE/INACTIVE	1	<p>Enter the code to specify whether the Vendor is active or inactive:</p> <p>0 - Active - transactions referencing this VE Table record will post after passing the normal edits.</p> <p>1 - Inactive - transactions referencing this VE Table record will <u>not</u> post unless the Modifier = I (Ignore) in the transaction (to override an inactive table).</p>
PURGE	1	<p>Enter the purge process indicator:</p> <p>1 - Purge on next purge process. 2 - Purge if not used during last year. 3 - Purge if not used during last 2 years. 4 - Purge if not used during last 3 years. 5 - Purge if not used during last 4 years. 6 - Purge if not used during last 5 years. 9 - Do not purge.</p> <p>NOTE: The purge process will not purge vendor records when the vendor number is present on any Document File records.</p>
NAME	30	Enter the Vendor Name as it is used for payee or payor; e.g., company name, DBA, etc.
SORT SEQUENCE (SORT SEQ)	30	<i>(Optional)</i> Enter up to thirty positions of the Vendor's name , or use another sorting convention. This field determines the sequence of vendors on the CSTARX01 Report ,and is a "Go To" and sorting option on the VE List screen
TAX NAME FOR 1099	40	<p><i>(Optional)</i> Enter up to forty positions of the owner's (NOT BUSINESS) name as found on Form 204. For Vendor Type I, if the OWNER'S name is NOT in the Vendor Name field, it MUST be entered in this field.</p> <p>NOTE: Having the owner's name in this field or in the Vendor Name field will avoid Tax ID/Name mismatch notices from the IRS.</p>
NAME CONTROL	4	<p>Enter the first four characters of Vendor's Last Name for Vendor Type I ("OWNER" on the Std Form 204). Not allowed for all other Types.</p> <p>NOTE: Having the first four characters of the owner's name in this field will avoid Tax ID/Name mismatch notices from the IRS.</p>
ADDRESS 1	30	<p>Enter Line 1 of Vendor Address.</p> <p>NOTE: For Type 1: Employee--Address 1, City, State and ZIP are optional.</p>
ADDRESS 2	30	<i>(Optional)</i> Enter Line 2 of Vendor Address.
ADDRESS 3	30	<i>(Optional)</i> Enter Line 3 of Vendor Address. Must be blank if ADDRESS 2 is blank.
MAILING ADDRESS LINE NUMBER (NBR)	1	Enter the number of address line that contains the street address or the PO Box. Required if more than one address line is used.

EXHIBIT IV-VE-1 (CONTINUED)
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
CITY	15	Enter the Vendor City. See Note under Foreign Country below.
STATE	2	Enter the Vendor State or territory abbreviation. See Note under Foreign Country below.
ZIP	5 or 5+4	Enter the Vendor Zip Code. Zip Code must be numeric, but not 00000. Positions 6-9 may be blank or must be numeric, but not 0000. See Note under Foreign Country below.
FOREIGN COUNTRY	12	<i>(Optional)</i> Enter the Foreign Country. <u>DO NOT ENTER</u> U.S., US, USA or US Territories such as Guam or Puerto Rico that have state abbreviations. NOTE: If a Foreign Country is entered, the City, State, Zip and Foreign Country fields become free form, formatted as a continuous field. Spaces and punctuation must be entered. Any combination of alpha, numeric, special characters or blanks is allowed.
VENDOR TYPE	1	Enter the Vendor Type from Std Form 204: C - Corporation (all types of corporations); I - Individual or Sole Proprietor; P - Partnership; E - Estate or trust; 1 - Employee; 2 - Federal Agency; 3 - State Department (Including AAAAAAAAAA vendor numbers); 4 - Local Government; and 5 - Other Governmental Entities.
FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)	2+7	Enter the Federal Employer Identification Number (Required for Types C, E, P and Vendor Number AAAAAAAAAA-00 ; not allowed for all others.)
SOCIAL SECURITY NUMBER (SSN)	3+2+4	Enter the Social Security Number (Required for Vendor Type I , optional for Vendor Type 1 [one]; not allowed for all others.)
CALIFORNIA RESIDENT (CA RESIDENT) (CA RES)	1	Enter the residency status from Std Form 204; Box 5-Vendor Residency Status: Y - Vendor is a California resident N - Vendor is a <u>non</u> -resident (Required for Vendor Types C, I, P and E .)

EXHIBIT IV-VE-1 (CONTINUED)
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
FEDERAL WITHHOLDING: (FED WITHHOLD) (FED W)	1	Enter the Federal Withholding value: 0 - Not subject to Federal Backup Withholding. 1 - Subject to Federal Backup Withholding. See IRS rules and State government requirements before using this code.
STATE WITHHOLDING: (ST WITHHOLD) (ST W)	1	Enter the State Withholding value based on the Std Form 204; Box 5- Vendor Residency Status: 0 - If California Resident Box is checked (California Withholding <u>not required</u>). 1 - If Non-Resident Box is checked and neither of the lower level boxes is checked (California Withholding <u>is required</u>). 0 - If Non-Resident Box is checked and either of the lower level boxes is checked (California Withholding <u>not required</u>).
MINORITY BUSINESS (M BUS)	1	(Optional) Enter Minority Business Indicator code. Use agency-specific codes or Department of General Services (DGS) recommended codes.
SMALL BUSINESS (S BUS)	1	(Optional) Enter Small Business Indicator code. Use agency-specific codes or Department of General Services (DGS) recommended codes. NOTE: The Minority Business and Small Business indicators are used on the H12 Report - Minority/Small Business Transaction Analysis - to help departments produce data for periodic reports required by DGS.
CONTACT NAME	40	(Optional) Enter the name of the Vendor Contact , or use this space to record notes about this vendor record. (This will not print on the remittance advice or Form 1099.)
PHONE	3+3+4	(Optional) Enter the Vendor Area Code and Telephone Number. REQUIRED for Vendor Number AAAAAAAAAA-00 (this will print on Remittance Advice and Form 1099 for vendors to contact the department with questions). DO NOT USE PARENTHESIS OR DASHES IN THIS FIELD.
CREATED DATE	2+2+4	The Created Date is the date the record was created. If blank, the record was created prior to the addition of the 'Created Date' field.
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance.
LAST USED DATE	2+2+4	The Last Used Date is the last date the record was accessed by CALSTARS to validate an accounting transaction. If blank, the record has not been used on an accounting transaction.
THE FIELDS BELOW ARE ONLY DISPLAYED ON THE REPORTS.		
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.

EXHIBIT IV-VE-2

CALSTARS 14 (revised 10-07-2004)	VENDOR EDIT TABLE ENTRY FORM	ORG: _____
PREPARED BY: _____	DATE: _____	ENTERED BY: _____
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> FUNCTION <input type="checkbox"/> (A=Add, C=Change, D=Delete, N=Next, V= View, W=Print Record) (P=Print Table, R=Recall Maint/Print) </div> <div style="width: 35%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> VENDOR/S <input type="text"/> NAME <input type="text"/> </div> <div style="width: 30%;"> ACTIVE/INACTIVE <input type="checkbox"/> </div> <div style="width: 30%;"> PURGE <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;"></div> <div style="width: 55%;"> SORT SEQ <input type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 65%;"> TAX NAME FOR 1099 <input type="text"/> </div> <div style="width: 30%;"> NAME CONTROL <input type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 55%;"> ADDRESS 1 <input type="text"/> ADDRESS 2 <input type="text"/> ADDRESS 3 <input type="text"/> </div> <div style="width: 40%;"> MAILING ADDRESS LINE NBR <input type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> CITY <input type="text"/> </div> <div style="width: 10%;"> STATE <input type="text"/> </div> <div style="width: 10%;"> ZIP <input type="text"/> </div> <div style="width: 50%;"> FOREIGN COUNTRY <input type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 20%;"> VENDOR TYPE <input type="checkbox"/> </div> <div style="width: 20%;"> FEIN <input type="text"/> </div> <div style="width: 20%;"> OR SSN <input type="text"/> </div> <div style="width: 20%;"> CA RESIDENT <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 20%;"> FEDERAL WITHHOLDING <input type="checkbox"/> </div> <div style="width: 20%;"> STATE WITHHOLDING <input type="checkbox"/> </div> <div style="width: 20%;"> MINORITY BUSINESS <input type="checkbox"/> </div> <div style="width: 20%;"> SMALL BUSINESS <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 65%;"> CONTACT NAME <input type="text"/> </div> <div style="width: 30%;"> PHONE <input type="text"/> </div> </div> <div style="margin-top: 20px;"> REPORT DESTINATION IF P=PRINT TABLE FUNCTION SELECTED <input type="checkbox"/> (F=Report File only, P=Printer Output and Report File, O=Overnight Printer Output) </div>		

EXHIBIT IV-VE-3

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CSB930-1 *****
                                CALSTARS
                                DEPARTMENT OF AIR QUALITY
                                VENDOR EDIT (VE) TABLE ACTIVITY
                                REPORT
                                ***** ORG NUMBER: 9990
03/25/2004 (18:03) *****
                                TAX NAME FOR 1099
                                NAME CONTROL
                                ***** ORG PAGE: 1
                                ADDRESS 1
                                ADDRESS 2
                                ADDRESS 3
                                MAIL ADDRESS LINE
                                *****
                                CITY STATE ZIP FOREIGN COUNTRY VENDOR TYPE FEIN/SSN CA RES FED W ST W M BUS S BUS
                                *****
                                CONTACT NAME PHONE
                                *****
0000001234 00 03-25-2004 02:40.35 PM CSAQABC
D CITY OF HOPE NATIONAL MED CNTR SOCIETY FOR HOPE AND CARE 0 9
LAB SERVICES ATTN: JOHN DOE 1500 W. DUARTE STREET 3
DUARTE CA 91220-3000 4
008 818-333-3333
0000004567 00 03-25-2004 09:23.50 AM CSAQABC
A CA ORS/STATE ARCHITECT CA/ARCHITECT/REGULATION SVCS. 0 1
1300 I STREET, 7TH FLOOR
SACRAMENTO CA 95814- 3
0000004568 00 03-25-2004 10:24.20 AM CSAQZYX
A SOFTWARE SPECTRUM SOFTWARE SPECTRUM 0 3
P.O. BOX 910866
DALLAS TX 75391-0866 C 12-3456789 N 0 0
800-111-1111
0000030859 00 03-25-2004 04:24.20 PM CSAQABC
C ROSE BOWL CONSTRUCTION
26 W. PASADENA AVENUE
PASADENA CA 91103-
0000030860 00 03-25-2004 03:26.32 PM CSAQABC
D CIVIL WAR MEMORIES 0 2
2110 GRANT AVENUE
HARPERS FERRY CA 90090- P 98-7654321 Y 0 0

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EXHIBIT IV-VE-4

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CSB930-2 *****
                                CALSTARS
03/26/2004 (17:59) *****
VENDOR/S      F      NAME      SORT SEQUENCE      ACTIVE/INACTIVE      PURGE
-----
                                TAX NAME FOR 1099      NAME CONTROL
                                -----
                                ADDRESS 1      ADDRESS 2      ADDRESS 3      MAIL ADDRESS LINE
                                -----
                                CITY      STATE      ZIP      FOREIGN COUNTRY      VENDOR TYPE      FEIN/SSN      CA RES      FED W      ST W      M BUS      S BUS
                                -----
                                CONTACT NAME      PHONE      CREATED DATE      LP DATE      LAST USED DATE
                                -----
AAAAAAAAAA 20  JOHN DOE      AAAAAAAAA20      0      2
DEPUTY DIRECTOR
SACRAMENTO      CA      95814-      3
                                07-15-1998      07-15-2003
AAAAAAAAAA 90  ACCOUNTING OFFICE      AAAAAAAAA90      0      2
DEPT OF AIR QUALITY      990 X STREET, SUITE 1110
SACRAMENTO      CA      95814-      3
                                11-20-1998      11-20-2003
0000122234 00  JOHN DOE      916-445-9999
ADOBE CUSTOMERFIRST MEMBER SER ADOBECUTS0
2000 SECOND AVENUE, STE 2200
SEATTLE      WA      98104-2046      C      77-0019677      N      0      0
                                01-30-1998      01-29-2004
0000122678 00  AIRTOUCH CELLULAR      AIRTOUCH
P.O. BOX 7304      ACCOUNTS RECEIVABLE
SAN FRANCISCO      CA      94120-7304      P      35-4921823      Y      0      0
                                03-25-1998      03-25-2004
0000034596 00  TIME CLOCKS OF AMERICA      TIME CLOCKS OF AMERICA
JOHN DOE
1103 BROWN STONE ROAD
RANCHO CORDOVA      CA      95670-      I      999-99-9999      Y      0      0

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EXHIBIT IV-VE-5

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CSB930-4 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS      VENDOR EDIT (VE) TABLE UPLOAD ACTIVITY
03/25/2004 (18:03) *****
                                REPORT
                                *****
VENDOR/S      F      NAME      SORT SEQUENCE      ACTIVE/INACTIVE      PURGE
-----
TAX NAME FOR 1099      NAME CONTROL
-----
ADDRESS 1      ADDRESS 2      ADDRESS 3      MAIL ADDRESS LINE
-----
CITY      STATE      ZIP      FOREIGN COUNTRY      VENDOR TYPE      FEIN/SSN      CA RES      FED W      ST W      M BUS      S BUS
-----
CONTACT NAME      PHONE      FEIN/SSN IND      ERROR CODES
-----
0000001234 00 D
0000030860 00 D CITY OF HOPE NATIONAL MED CNTR SOCIETY FOR HOPE AND CARE      0      9
LAB SERVICES      ATTN: JOHN DOE      1500 W. DUARTE STREET      3
DUARTE      CA      91220-3000      4      818-333-3333
0000004567 00 A CA ORS/STATE ARCHITECT      CA/ARCHITECT/REGULATION SVCS.      0      1
1300 I STREET, 7TH FLOOR
SACRAMENTO      CA      95814      3
0000004568 00 A SOFTWARE SPECTRUM      SOFTWARE SPECTRUM      0      3
P.O. BOX 910866
DALLAS      TX      75391-0866      C      12-3456789      N      0      0
800-222-2222      0
0000030860 00 A CIVIL WAR MEMORIES      0      2
2110 GRANT AVENUE
HARPERS FERRY      CA      90090-      C      98-7654321      Y      0      0
JOHN DOE      230-555-5555      0
0000044593 00 A JOHN DOE PRINTING      DOE, JOHN      0      2
2110 2ND STREET
MANHATTAN BEACH      CA      90266-      P      Y      0      0
JOHN DOE      615-555-5555      U32-FEIN REQUIRED
0000054596 00 A TIME CLOCKS OF AMERICA      TIME CLOCKS OF AMERICA      1      0      1
JOHN DOE      SMIT
1103 BROWN STONE ROAD
RANCHO CORDOVA      CA      95670-      I      999-99-9999      Y      0      0

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